



**WESTERFIELD COLLEGE**

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

|                                  |                                                       |
|----------------------------------|-------------------------------------------------------|
| <b>Document Reference No</b>     | WC34                                                  |
| <b>Document Title</b>            | Activities, Excursions and Student Supervision Policy |
| <b>Version</b>                   | Version 1.1 (Final Integration)                       |
| <b>Status</b>                    | Draft                                                 |
| <b>Reviewing Member of Staff</b> | Centre Manager                                        |
| <b>Review Date</b>               | June 15, 2026                                         |
| <b>Review Cycle</b>              | Annually                                              |

Provisionally accredited by



 [hello@westerfieldcollege.uk](mailto:hello@westerfieldcollege.uk)  
 [www.westerfieldcollege.uk](http://www.westerfieldcollege.uk)

 01299584020  
UKPRN: 10097277

 Abberley, Worcester,  
WR6 6DD, UK.

IMPACT THE CHILD... IMPACT THE WORLD.

## 1. Introduction & Core Ethos

Westerfield College Learning and Enrichment Centre is committed to providing a safe, inclusive, and supportive learning environment that promotes academic excellence, personal growth, and social responsibility. We believe that co-curricular activities and off-site excursions are vital components of a student's enrichment experience, offering invaluable opportunities for cultural immersion, teamwork, and personal development.

Given the short-term, intensive nature of our enrichment programmes (typically lasting 1 to 2 weeks), students are engaged in a high density of activities and trips. In alignment with top-tier independent school frameworks, this policy treats off-site supervision and activity management as primary safeguarding priorities. The safety and well-being of our students during these events rely on meticulous planning, clear accountability, and dynamic risk management. This policy ensures that all co-curricular operations maintain an outstanding standard of care, ensuring each young person can participate confidently and safely.

This policy is one of a series of interconnected institutional policies that, taken together, are designed to form a comprehensive statement of the Westerfield College Learning and Enrichment Centre's aspiration to provide an outstanding education for each of its students, alongside the explicit mechanisms and procedures in place to achieve this. Accordingly, this document must be read in conjunction with overarching frameworks covering Equality and Diversity, Health and Safety, and Safeguarding and Child Protection.

All of these frameworks have been written, not simply to meet statutory and other regulatory requirements, but to enable and evidence the practical work that the entire centre community is undertaking to ensure the implementation of its core values. All outcomes generated by this document must take account of and actively seek to contribute to safeguarding and promoting the welfare of children and young people at Westerfield College Learning and Enrichment Centre. While this current policy document may be referred to elsewhere in centre documentation, including particulars of employment, it is strictly non-contractual.

## 2. Governance, Compliance & Professional Assurance

To ensure absolute regulatory compliance, protect student welfare, and implement industry best practices, Westerfield College Learning and Enrichment Centre contracts the services of or aligns its procedures with certified third-party organisations and external advisory bodies for:

HR and Employment Law guidance.

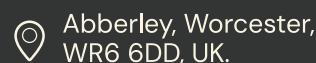
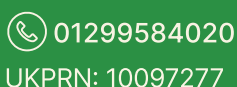
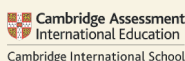
Health and Safety compliance, off-site transit audits, and specialised travel insurance cover.

Disclosure and Barring Service (DBS) check processing for all activity leaders and coaches.

Mandatory Safeguarding, Outdoor First Aid, and Risk Assessment training for staff.

Data Protection and GDPR guidance.

Provisionally accredited by



### 3. Definition of Terms

To ensure absolute operational consistency across all co-curricular reviews and safety audits, the following definitions apply:

**Activity:** Any scheduled on-site recreational, sporting, or creative session organised by the centre outside of formal academic lessons.

**Excursion:** Any planned educational, cultural, or recreational trip that takes place off the centre's primary campus boundaries.

**Trip Leader:** The designated, qualified member of staff holding overall operational responsibility for the execution, logistics, and safety of a specific off-site excursion.

**Employee / Staff:** Refers to any individual who is classified as an employee, worker, volunteer, or contractor working with and on behalf of Westerfield College Learning and Enrichment Centre.

**Parent / Guardian:** In alignment with Section 576 of the Education Act 1996 and updated Department for Education (DfE) statutory guidance, a 'parent' in relation to a child or young person is defined broadly to guarantee all legal caretakers are involved in safety, consent, and disciplinary tracking workflows. This includes biological parents, individuals with formal legal parental responsibility, or anyone who has day-to-day care of the child.

### 4. Supervision Framework and Staffing Ratios

#### 4.1 Staff-to-Student Ratios

To manage the unique dynamics of short-course delivery and ensure absolute safety, the centre enforces strict minimum supervision ratios that meet or exceed independent boarding school standards:

**On-Site Activities (Low Risk):** A minimum ratio of 1 staff member to 15 students (1:15).

**Off-Site Day Excursions (Standard Risk):** A minimum ratio of 1 staff member to 10 students (1:10).

**High-Risk or Water-Based Activities:** A minimum ratio of 1 staff member to 8 students (1:8), alongside certified third-party instructors.

#### 4.2 Group Management and Roll-Calls

**Designated Groups:** For all off-site excursions, students are assigned to a specific staff member who serves as their primary supervisor for the day.

**Mandatory Registration Checkpoints:** Formal roll-calls must be executed at key intervals, including immediately prior to departure, upon arrival at the destination, at designated mid-day check-ins, and before boarding return transport.

**Identity and Contact Measures:** All students must wear centre-branded wristbands or lanyards displaying the centre's emergency 24-hour contact telephone number. Students are strictly prohibited from displaying their full names publicly on clothing or baggage for safeguarding reasons.

Provisionally accredited by



hello@westerfieldcollege.uk  
www.westerfieldcollege.uk

01299584020  
UKPRN: 10097277

Abberley, Worcester,  
WR6 6DD, UK.

## 5. Meticulous Planning and Risk Assessment Workflow

No excursion or high-risk activity may proceed without completing the formal clearance protocol overseen by the Centre Manager.

Drafting of Comprehensive Risk Assessment -> Pre-Visit Validation -> Centre Manager Final Approval -> Staff Briefing and Emergency Pack Distribution

### 5.1 Risk Assessment Requirements

The Trip Leader must complete a written risk assessment at least 48 hours before any off-site departure. This document must explicitly evaluate:

**Transport Logistics:** Safety records of contracted coach providers, driver rest periods, and secure embarkation zones.

**Environmental Hazards:** Weather forecasts, crowd density, terrain challenges, and public medical access points.

**Individual Student Vulnerabilities:** Medical requirements, severe allergies, behavioural contracts, or language proficiencies within the cohort.

**Dynamic Risk Adjustments:** On-the-day modifications to be executed by the Trip Leader if conditions change unexpectedly (e.g., severe transport delays or sudden weather deterioration).

### 5.2 Mandatory Emergency Packs

Every Trip Leader and accompanying supervisor must carry a physical and digital Emergency Pack during an excursion. This pack contains:

Complete medical logs and emergency contact details for every student in their group.

The centre's Critical Incident Protocol and emergency staff telephone numbers.

A fully stocked, HSE-compliant first aid kit.

Local emergency service locations relative to the excursion route.

## 6. Behavioural Expectations and Fast-Track Disciplinary Sanctions

Student conduct during activities and off-site excursions must remain exemplary. Misbehaviour in a public setting or failure to adhere to safety instructions compromises collective safeguarding and is treated as a major breach of the Student Code of Conduct under policy WC28.

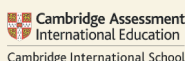
### 6.1 Off-Site Behavioural Violations

**Level 3 Sanction:** Applied for minor compliance failures, such as being late to a mandatory excursion check-in or failing to stay within an assigned peer group. The student is restricted to direct staff escort for the remainder of the trip

Provisionally accredited by



for the teaching  
of English in the UK



Cambridge International School



BOARDING  
SCHOOLS  
ASSOCIATION

hello@westerfieldcollege.uk  
www.westerfieldcollege.uk

01299584020  
UKPRN: 10097277

Abberley, Worcester,  
WR6 6DD, UK.

**Level 5 Permanent Exclusion and Eviction:** Triggered immediately for gross misconduct during a trip, including purchasing or consuming alcohol/illegal substances, shoplifting, leaving the excursion boundaries without permission, or committing acts of physical violence. The rapid response repatriation protocol is executed instantly.

## 6.2 Financial Liabilities and UKVI Reporting

**Travel Costs:** If a student is permanently excluded due to gross misconduct on an excursion, all costs associated with organizing short-notice emergency return transport, staff escorts, or flight repatriation will be billed directly to the parents or legal guardians. The centre reserves the right to deduct these costs from pre-paid deposits.

**Visa Cancellation:** For international students on a study visa, a permanent exclusion ends their enrolment. The Centre Manager will notify the Home Office within the mandated statutory timeframe, causing the immediate curtailment of their visa.

## 7. Accelerated Co-Curricular Appeals Procedure

### 7.1 Right to a Fast-Track Review

If parents, legal guardians, or educational agents dispute a disciplinary sanction or an exclusion arising from an activity or excursion incident, they retain the right to an accelerated review.

**Submission Window:** The appeal must be submitted in writing via email to the CEO, Michael Dosunmu, within 48 hours of receiving the written sanction notice.

**Safety and Transit Continuity:** To ensure student body safety and the operational flow of short courses, an appeal will not halt a scheduled repatriation flight. The student will travel home at the parents' expense as arranged while the case file is reviewed.

### 7.2 Appeal Resolution Panel

The CEO, Michael Dosunmu, will convene an emergency Exclusion Appeal Panel comprising himself and at least one senior staff member completely unlinked to the trip logistics or the original incident.

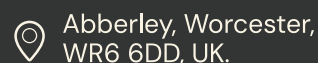
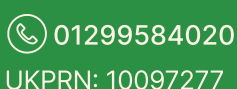
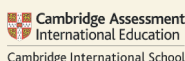
**Final Determination:** The panel will assess the written risk plans, staff incident logs, witness statements, and parental inputs. The CEO will communicate the final binding decision in writing within 3 working days. If the appeal is upheld post-departure, appropriate financial remediation or fee adjustments will be issued.

## 8. Policy Review & Version History

### 8.1 Policy Review

To preserve absolute alignment with both statutory regulations and internal administrative shifts, this policy is subject to a formal, rigorous review cycle annually by the Centre Manager. If internal restructuring, legislative changes, or independent inspection assessments necessitate an earlier update, the review window will be moved forward accordingly.

Provisionally accredited by



## 8.2 Version History

The table below tracks the complete evolution of this policy document:

No: 1

Revised on: 30th November 2024

Version: Version 1.0

Changes: Initial baseline configuration for co-curricular activities, basic trip ratios, and sports supervision.

Approved by: Academic Board

Date of Approval: 30th November 2024

Revised by: Policy Lead

No: 2

Revised on: 14th June 2026

Version: Version 1.1

Changes: Comprehensive upgrade implementing fast-tracked 48-hour risk assessment workflows, independent sector staff-to-student ratios, compulsory emergency pack protocols, parental financial liabilities for excursion exclusions, and accelerated appeal tracks under the authority of the CEO, Michael Dosunmu, and the Centre Manager.

Approved by: Centre Manager

Date of Approval: 14th June 2026

Revised by: Senior Registry Officer

Provisionally accredited by

